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May 6, 2016

Dear Police Officer Applicant:

The Civil Service Entrance Examination for the position of Police Officer in the Temple Police Department is scheduled for 8:00a.m. on Saturday, July 16, 2016, at the Temple College Pavilion, 2600 South First Street in Temple, Texas. **Please plan to arrive no later than 7:30a.m.** for check-in and seating as the instructions and testing begin promptly at 8:00a.m. **No one, for any reason,** is allowed into the test area after 8:00a.m. - according to the test administrator's time. **Applicants must bring a current valid photo ID to the 8:00a.m. testing.** Acceptable forms of identification include state and government issued identification. *Carefully read the attached material to determine your eligibility for becoming a Police Officer.*

Applicants possessing an honorable discharge **must** provide a Member 4 copy of their DD214, long form, clearly stating the character of separation as "honorable", to be eligible to have five extra points added to their passing grade. ***If it was not attached to the registration form, it must be furnished to the Civil Service Director before 8:00a.m. at the testing site.*** Do not submit an original DD214 as this document will become property of the City of Temple and will not be returned.

Any person requesting an accommodation under the Americans with Disability Act in taking the entrance exam must request the accommodation in writing, and present the documentation to the Director of Civil Service at least three weeks prior to the closing date for registration.

The written test process will last until approximately 12:00 noon. Applicants will be informed at the test site if they have passed or failed the written exam. ***Those applicants that receive a passing score must remain on site and receive instructions for the Physical Agility Course.*** Please review the attached course information and special instructions and be prepared to stay for the required time. Applicants passing the written test and the physical agility course will be notified by letter at a later date of their position on the eligibility roster.

Thoroughly review the following information to determine your eligibility to become a Police officer. To register, click on the link located at the end of this packet. Registrations must be submitted no later than 5:00p.m. CST, Thursday, June 30, 2016. If you have any questions, please contact Corporal Amanda Locklear at (254) 298-5538 or the City of Temple Human Resources Department at (254) 298-5650.

Sincerely,

Denny Hainley
Deputy Director of Civil Service



ATTENTION!!!

There will be an Open House in the Training Room of the Temple Police Department located at 209 East Ave. A, on the date and time listed below. There will be a representative(s) from the Temple Police Department available to answer any questions regarding the testing, qualifications and selection process:

Date:

June 29, 2016

Time:

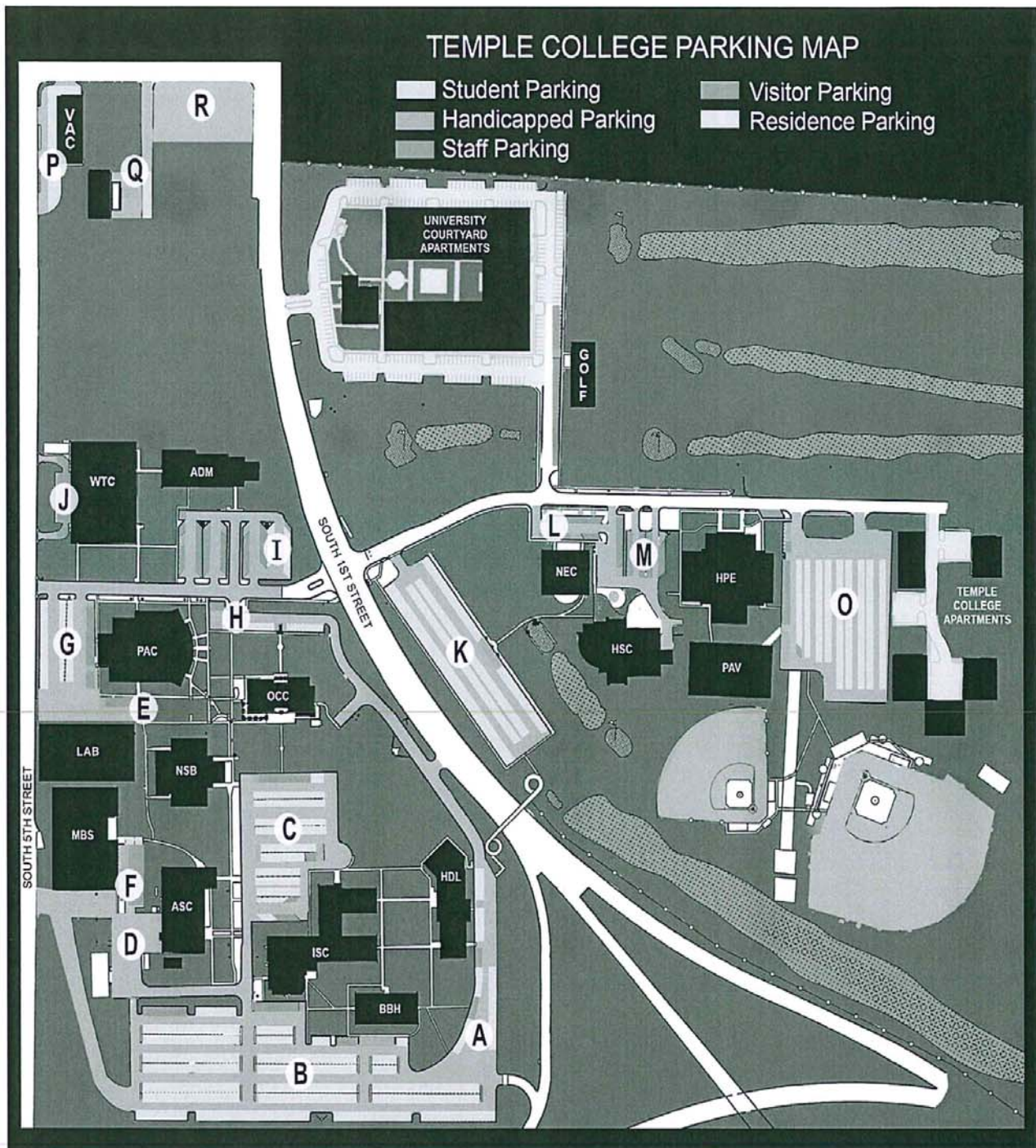
6-8 PM

To all Police Applicants:

Thank you for registering to take the Civil Service exam for the Temple Police Department. If you are interested in obtaining a study guide for this exam, please go to the website listed below for more information. The study guide you are looking for is titled **Entry-Level Police Candidate Study Guide**. You will be asked to complete a short questionnaire and your payment information.

<http://publicsafetycompass.com/study>

Please park in the parking lot represented by "O" on the map.
The test will be taken in the building marked "PAV" on the map.



23.02 AUTOMATIC DISQUALIFICATION. The conditions, circumstances or history described in this subsection will result in the automatic disqualification of an applicant.

a. Felonies.

1. evidence of the commission of a felony offense within ten (10) years of the entrance exam;
2. conviction of any felony offense;
3. ever been or currently on court ordered community supervision or probation for any criminal offense classified as a felony under the Texas Penal code; or
4. currently under indictment for any criminal offense.

b. Misdemeanors.

1. conviction or pending charge for any Class B misdemeanor within ten (10) years prior to the date of the entrance exam; or
2. currently on court ordered community supervision or probation for a Class B misdemeanor or having been on court ordered community supervision or probation for a Class B misdemeanor within ten (10) years prior to the date of the entrance exam; or
3. conviction of a Class A misdemeanor; or
4. currently, or ever been, on court ordered community supervision or probation for any criminal offense classified as a Class A misdemeanor under the Texas Penal Code; or
5. conviction or pending charge involving moral turpitude below a Class B misdemeanor in the five (5) years prior to the taking of the entrance exam, including:

Class C Misdemeanors

Disorderly conduct (exposing, peeping) PC§39.02

Theft by public servant PC§31.03

Theft under \$50.00

EXCEPTION:

The Chief of Police may elect as outlined in TCOLE Rule 217.1(a)(6)(B) to make application to TCOLE requesting an applicant waiver.

c. Offenses involving driving while intoxicated or under the influence of alcoholic beverage or other intoxicant.

1. having a conviction, probation or court ordered community supervision for a Class B DUI (DWI or DUID) within ten (10) years prior to the date of the entrance exam;
2. ever having been convicted, placed on probation or court ordered community supervision for a DUI (DWI or DUID) that is a Class A misdemeanor or greater; or
3. being charged with, on probation/parole, court ordered community supervision or under indictment for DUI on the date of the test or prior to being offered a position.

d. Probation or parole status.

1. current probation or parole status for any criminal offense on the date of the entrance exam or prior to being offered a position;
2. conviction of a crime and subsequently placed on probation (including deferred adjudication) on the date of the entrance exam or prior to being offered a position; or
3. having been pardoned for the offense, unless the pardon is expressly granted for subsequent proof of innocence

e. Use of narcotics or controlled substance.

1. within the five (5) years preceding the date of the written exam, having illegally used any controlled substance or dangerous drug that would be classified as a misdemeanor violation under the Texas Penal Code, e.g. marijuana under 4 oz., improper use of any prescription drug; or
 - a) **Exception:** at least two (2) years preceding the date of the written exam, a **one time “experimentation use”** of any illegal controlled substance or dangerous drug classified as a misdemeanor under the Texas Penal Code; or
2. within the ten (10) years preceding the date of the written exam, having used any controlled substance or dangerous drug that would be classified as a Felony violation under the Texas Penal Code, e.g. cocaine, ecstasy, etc; or
 - a) **Exception:** at least five (5) years preceding the date of the written exam, a **one time “experimentation use”** of any illegal controlled substance or dangerous drug classified as a Felony under the Texas Penal Code; or
3. conviction of any Class B misdemeanor within ten (10) years of the entrance exam; or
4. currently on court ordered community supervision or probation for any Class B misdemeanor or having been on court order community supervision or probation for any Class B misdemeanor within ten (10) years of the entrance exam; or
5. convicted for any Class A misdemeanor; or
6. ever have been or currently on court ordered community supervision or probation for any criminal offense classified as a Class A misdemeanor under the Texas Penal Code; or
7. having ever illegally furnished any controlled substance to another, e.g., selling, delivering, or giving.

f. Military history.

1. discharge from military service with any discharge less than honorable or an honorable discharge with any condition or conditions that are less than honorable.

g. Theft.

1. conviction of, pleading “no contest” to, or receiving deferred adjudication for a theft offense that would result in an offense no greater than a Class C misdemeanor, committed within five (5) years prior to the date of the entrance exam, will result in disqualification for a five (5) year period from the date of the offense; or

h. Driving record.

1. evidence of four (4) or more traffic citations for moving violations within the five (5) years preceding employment, three (3) or more moving violations within the two (2) years

preceding employment, two (2) or more moving violations within the preceding twelve (12) month period resulting in conviction. Evidence of traffic violations includes, but is not limited to: convictions, "no contest" pleas, dismissal for defensive driving purposes, receiving deferred adjudication and any current charges; or

2. evidence of two (2) or more traffic accidents where he/she has been determined to be at fault within the preceding three (3) years; or
3. evidence of conviction of or experienced some combination of moving traffic violations or at fault accidents of three (3) or more within the preceding three (3) years; or
4. during the five (5) year period preceding employment a driver's license suspension or revocation for any reason, except a one time violation of any one of the sections listed below, will result in the disqualification from testing for a period of five (5) years from the last day of the suspension or revocation periods. A **one time violation** of any **one** of the sections listed below will result in a two (2) year disqualification from the last day of the suspension or revocation period.

- a) Texas Alcoholic Beverage Code Section 106.02 (Purchase by Minor)
- b) Texas Alcoholic Beverage Code Section 106.025 (Attempt to Purchase by Minor)
- c) Texas Alcoholic Beverage Code Section 106.04 (Consumption by Minor)
- d) Texas Alcoholic Beverage Code Section 106.05 (Possession by Minor)
- e) Texas Alcoholic Beverage Code Section 106.07 (Misrepresent Age by Minor)
- f) Texas Health and Safety Code Section 161.252 (Tobacco Violations by Minor)
- g) Texas Penal Code 49.02 (Public Intoxication by Minor)
- h) Driver Surcharge Violation for No Insurance Violation
- i) Driver Surcharge Violation for No Driver's License Violation
- j) Failure to Appear on a Citation Violation

i. Failure to file application and necessary paperwork.

1. fails to make application in the manner prescribed in the notice of examination or fails to file the application with the Director within the time limits prescribed in the notice of examination; or
2. fails to return the background information packet to the Director within the time limits set by the Director.
 - a) conviction or pending charges involving domestic violence.
 - b) is found to be in arrears in court ordered child support obligations.
 - c) prior disqualification for employment by the Temple Police Department.
 - 1) applicant was disqualified for employment by the department at least two (2) times during the previous twenty-four (24) months.
 - 2) applicant not eligible for employment consideration by the department for three (3) years from the date of the last disqualification.

Fails to meet any of the minimum requirements expressed in these rules or the regulation of the Texas Commission on Law Enforcement or the Texas Commission on Fire Protection

GENERAL INFORMATION

BASE SALARY: \$1604.81 bi-weekly, uniforms furnished – Cadet
 \$1674.04 bi-weekly, uniforms furnished – Probationary

\$***** Applicants **certified** by the State of Texas as a police officer and with MORE than ONE (1) year of continuous service are eligible for a sign-on bonus and will be evaluated as outlined in Local Rules Section 41.01 through 41.10 and placed in the appropriate pay scale.

Upon completion of the required probationary period, police officers receive **pre-set step increases** based on years of service with the Temple Police Department through YEAR TWENTY (20).

JOB DESCRIPTION: Perform patrol duties in an assigned district to enforce law and order to protect life and property. Respond to calls from dispatch regarding the investigation of all criminal offenses, domestic violence, or other calls for service. Patrol city streets when not on a call; check buildings and homes for burglars and thieves; issue traffic citations; investigate traffic accidents; write police reports detailing facts and information; make physical arrests; recover stolen property; protect and process crime scenes; perform miscellaneous duties; attend briefings and meetings; compile reports and duty logs; communicate with other officers and/or agencies; appear in court and give testimony; attend all required training; and work in PSO as needed.

HOURS OF WORK: As assigned by the Chief of Police, but not in excess of the regular hours worked by the department unless compensated by overtime pay or time off whichever is determined to be in the best interest of the department.

WHO CAN TAKE THE EXAMINATION?

Persons taking the examination must meet these basic requirements to become a Police Officer:

- Must be a United States citizen.
- Must be at least 21* years of age at the time the applicant presents himself/herself to TCOLE for the State licensing exam or has not reached his or her forty-fifth (45th) birthday at the time the applicant is certified as eligible for a beginning position (an applicant is certified when the applicant passes the written exam and the work fitness testing);

1. An applicant, twenty (20) years of age, may be considered for a vacant position if the applicant meets the following criteria:

- Will turn twenty-one (21) years of age by academy graduation date; and
 - Successfully completes all phases of the selection process; and
 - Approval of the Chief of Police; or
2. If an applicant for an entry level Police Officer position is younger than twenty (20) years of age, but is at least eighteen (18) years of age at the time the written examination is given, the applicant must have:
 - Completed at least sixty (60) semester hours of study at an accredited college or university with an overall “C” average or better for all courses taken;
 - Received an honorable discharge from one of the armed forces of the United States after at least two years of active duty service and completed thirty (30) semester hours of study at an accredited college or university with an overall “C” average or better for all courses taken; or
 - Received an Associate’s degree from an accredited college or university with an overall “C” average or better for all courses taken.
 3. Must never have been convicted of a FELONY offense.
 4. Must be of good character and reputation.
 5. Must be a graduate of an accredited high school OR have an equivalency certificate certified by the Texas Education Agency; AND 12 hours of higher education with at least a 2.0 grade point average.
 6. An honorable discharge from the Armed Forces of the United States after a minimum of 24 months of active duty and be eligible for re-enlistment.
 7. Must have a valid driver’s license issued by the State of Texas;
 8. Must be able to proficiently read, write, and fluently speak the English language;
 9. Must be of good moral character;
 10. Must meet all requirements of the Texas Commission on Law Enforcement for licensing of Peace Officers.

***An applicant younger than 21 years of age may apply if the applicant is at least 18 years of age and meets the educational qualifications as set forth in Section 23 (viii) of the Rules and Regulations of the Temple Fire Fighters’ and Police Officers’ Civil Service Commission or will turn 21 years of age by academy graduation date, successfully completes all phases of the selection process, and obtains the approval of the Chief of Police.**

OTHER INFORMATION: Applicants who possess an ***Honorable Discharge*** from a branch of the Armed Forces of the United States, and score a PASSING grade on the entrance examination will receive an additional five (5) points on their final grade. To receive the five (5) points you must turn in a DD214 with your registration for the written exam OR present it at the time of the examination.

Applicants who pass the written examination AND who wish to be considered for appointment as a Police Officer are also required to pass:

Work Fitness Tests * (see details on following page)**

Background Investigation

Oral Interview Board

Polygraph Examination (will cover application disclosures, truthfulness, and drug usage)

Medical Exam and Drug Screen (vision, hearing and musculoskeletal exam)

Psychological Test

22.04 Work Fitness Testing. Applicants must pass the following:

The agility course is 580 yards from start to finish and is timed. While performing the activities, the applicant will be evaluated by trained members of the Temple Police Department. The following skills will be used while maneuvering through this course:

- Running on various terrains (flat, hard, smooth, even, uneven, up-hill, and down-hill)
- Pushing objects
- Pulling objects
- Climbing over objects
- Lifting objects
- Striking a dummy – palm heel and knee strike
- Memorizing information
- Identifying subjects
- Using fine dexterity – shooting (simunitions), handcuffing

The Applicant Physical Agility Course is designed to evaluate the applicant's ability to **follow directions, memorize information, and function under stressful conditions**. The passing time is 4 minutes and 45 seconds (4.45). **Engaging the wrong target during the threat identification shooting portion is an automatic failure.**

Course Detail

Applicants will wear a police duty belt with a radio, handcuffs, and an inert training gun inside a holster. The applicant begins by sitting in a vehicle. While in the vehicle, the applicant will be given the clothing description of two suspects and told to begin the exercise. The applicant will exit the vehicle and run down the road. The applicant will repeat the suspect description over the radio as he or she is running. The applicant will turn into the range, push open the gate, and run to the dummy. The applicant will then drag the dummy 20 feet, from one cone to the other. Next, the applicant will run to the designated cones and slalom (weave) through them. Then, the applicant will jump over the 4 foot barrier, run through two concrete cylinders, run down to the designated area, and then run up and over the berm.

Once over the berm, the applicant will deliver three palm heel strikes and two knee strikes to the dummy. Next, the applicant will put on eye and ear protection and run down the sidewalk to the 25 yard line, turn right and go to the middle room of the structure on the sidewalk. The applicant will pick up a pistol loaded with simunitions, enter the room and locate the two suspect targets given to the applicant at the staging area. The applicant will engage each target with two shots in the torso. The applicant will then place the weapon on the table and leave the room. The applicant will follow the sidewalk taking the designated route to the end of the course. At the end, the applicant will handcuff and double lock the suspect utilizing the method demonstrated to them prior to the test. Time will stop at this point. **Passing time is 4.45 minutes.**

Applicant Special Instructions

1. Wear loose fitted clothing appropriate for the described activities. Footwear should be athletic shoes or boots with ankle support. It is recommended the applicant bring a towel and water.
2. It is recommended that you wear pants or shorts with belt loops, and bring a belt.
3. Prior to performing the test, the instructors will explain and demonstrate the following equipment/tactics listed below. It is expected that the applicant will be able to comprehend and follow these instructions.
 - a. Simunition handgun- (fires practice simunition rounds)
 - b. Handcuffs
 - c. Lifting techniques
 - d. Eye and ear protection
 - e. Palm heel strike
 - f. Knee strike
 - g. Course layout
 - h. Vehicle emergency siren
4. When lifting the dummy, the applicant will bend at the knees and grab the dummy under the arms. The applicant will need to lift with their legs, keeping the dummy close to their body and their back straight.
5. Hand/knee strikes will be delivered to a rubberized mannequin. Applicants will be shown the striking areas during the demonstration.
6. During the shooting portion, the weapon will be loaded with simunitions and placed on a table. The applicant will pick the weapon up off the table with his **finger off the trigger**. Then engage each target with two shots in the torso and place the weapon back on the table. If there is a weapon malfunction, the instructor will take control of the weapon and the applicant will continue with the course.
7. The applicant will be required to handcuff the suspect and double lock the handcuffs.

THE ELIGIBILITY LIST is established following the written test and work fitness testing. The list is valid for ONE (1) YEAR unless it is otherwise exhausted.

Applicants who are not TCOLE certified are required to complete a **SATISFACTORY PROBATIONARY PERIOD of 18 months** before their appointment becomes permanent. TCOLE certified applicants must complete a 12 month satisfactory probationary period.

RESIDENCY REQUIREMENT: Applicant must be able to RESPOND to a civil emergency within a **FORTY-FIVE (45) MINUTE TRAVEL RESPONSE TIME** as a condition of employment.

NO TOBACCO USE REQUIREMENT: As a condition of employment, all entry level officers hired after November 18, 1996, shall not use any tobacco products at any time while employed by the City of Temple, both on or off duty. Officers who use tobacco products will be subject to discipline, up to and including termination, for violating this policy. Applicant must agree not to use tobacco products of

any kind both on and off duty while an officer with Temple Police Department.

PHYSICAL ASSESSMENT TEST: As a condition of employment, all officers hired after November 18, 1996, must agree to take and pass an annual Physical Fitness test on a date established by the Temple Police Department. The test is similar to the Work Fitness Test described above.

HOW TO APPLY: Click on the link below to submit your registration to take the Civil Service Entrance Exam: [Register Here](#)

The registration form must be submitted to the Human Resources Department by the posted deadline.

Any questions about qualifications or requirements may be directed to the City of Temple Human Resources Department at (254) 298-5650 or the Recruiting Officer for the Temple Police Department at (254) 298-5538.

THE CITY OF TEMPLE IS AN EQUAL OPPORTUNITY EMPLOYER